



GSA Federal Supply Service



Exhibit Space Application Form

Please reserve our space for GSA Expo 2002 to be held at the San Diego Convention Center in San Diego, California, May 21 – 23, 2002. For pricing and space information please refer to the insert in this folder titled **Convention Floor Plan and Exhibitor Fees**, or to the prices listed in your **Application Folder**.

BOOTH SPACE(S) AVAILABLE IN MULTIPLES OF 10' X 10'.
ISLAND SPACE IS ALSO AVAILABLE AS LISTED.
NUMBER OF 10' X 10' SPACES DESIRED:

_____ @ \$ _____ = \$ _____

NUMBER OF ISLANDS:

_____ @ \$ _____ = \$ _____

BOOTH OR ISLAND NUMBER(S) PREFERRED:

1st. _____ 2nd. _____ 3rd. _____

(Optional) Indicate up to three competitors whose booths you prefer not to be adjacent to your exhibit.
(We will try, but cannot guarantee, to meet your request.)

1. _____

2. _____

3. _____

On a separate sheet of paper, please provide a brief paragraph on the products or services you will be displaying, any new product lines being launched at the Expo, or any other company information you deem applicable. Your information may be used for promotional purposes on the official Expo web site. If the person to receive the Exhibitor Services Kit is different than below, please indicate name & address.

NAME : _____

TITLE : _____

YOUR GSA CONTRACT #: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

SIGNATURE OF APPLICANT (REQUIRED) : _____

I have read and understand the contract terms on the back of this form.

PAYMENT INFORMATION

(Full payment is required to reserve space)

CHECK NUMBER: _____ DATED: _____ IN THE AMOUNT OF \$ _____

CHARGE TO MY CREDIT CARD IN THE AMOUNT OF \$ _____

CHARGE TO: MASTERCARD VISA AMERICAN EXPRESS

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

CARDHOLDER'S NAME (PRINT OR TYPE): _____

CARDHOLDER'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CARDHOLDER'S SIGNATURE: _____

Make check payable and return contract to: MC2, c/o GSA Expo 2002, 500 Interstate West Parkway, Lithia Springs, GA 30122, 1-800-322-9452 (ext. 313). Fax: 770-745-1223 Please return your certificates of insurance to address above. Please see Refund Policy, paragraph 22 of 'Rules Governing Exhibitors' on reverse side.

For all the latest
Expo 2002 information
visit our official website.
expo.gsa.gov

Rules Governing Exhibitors

U.S. General Services Administration (GSA) Federal Supply Service

2002 International Products & Services Expo

San Diego, CA. May 21-23, 2002

1. Management: MC² is acting as an independent contractor for the U.S. General Services Administration, Federal Supply Service in the management of the 2002 GSA Products and Services Expo. The principal purpose of the Expo is to offer Federal employees the opportunity to examine the latest equipment and to be educated in the most recent services available to the industry. No exhibitor will engage in any activity inconsistent with this principal purpose. The exhibitor will comply with all instructions of the management and of the San Diego Convention Center personnel concerning all aspects of the use of exhibit space.

2. Space Assignment: Allocation of available space will be made on a first come, first served basis. Every effort will be made to assign the exhibitor to one of its chosen spaces: however, MC² reserves the right to make the final space assignment or change the space assignment after the acceptance of the application.

3. Booth Construction and Equipment: Inline Booth and Exhibits may not exceed 8' high. A Standard Booth is approximately 10' deep by 10' wide, consisting of 8' high draped back wall and 33' high side dividers. The rental price of the booth includes a 7' by 44' inch sign listing the exhibitor's name and booth number. All display fixtures over 4' in height and within 10 linear feet of an adjoining booth must be confined to the back half of the booth, portion of the booth that is unfinished and visible must be draped or suitably decorated at the exhibitor's expense. No exhibitor will block the sightline from the aisle of any adjoining exhibitor.

4. Positioning of Equipment with Relation to Aisle: Machines or equipment operated or demonstrated at any time during show hours will be placed so that no portion is closer than 12 inches to an aisle.

No obstructions will be placed in any aisle, exit, passageway, lobby or in passageway leading to any fire extinguishing equipment.

5. Default Occupancy: Any exhibitor failing to occupy space contracted for is not relieved of its obligation of paying for such space at the full rental price. MC² shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such space is not occupied by 5:00 PM May 21, 2002.

6. Use of Space: Exhibits will be shown only in the official exhibit area. Booths and exhibiting activities are subject to the requirements and instructions of the San Diego Convention Center pertinent to the use of exhibit facilities.

7. Assignment or Subletting of a Space: Subleasing of any space by exhibitors is prohibited.

8. Installation and Dismantling: Complete details are included in the Exhibitor Service Manual. Exhibit booths must be staffed during all open show hours; no exhibitor will be permitted to dismantle prior to the close of the show on May 23, 2002. Any exhibitor violating this regulation may be denied exhibit space in future MC² expositions.

Exhibits may be installed beginning May 20, 2002 1:00 PM. All exhibits must be completed by May 21, 2002 5:00 PM and any exhibit space that is not occupied at that time may be reassigned by MC². Dismantling may begin following the closing of the show and all exhibits must be completely off the floor by May 24, 2002- 12 noon.

9. Exhibit Staff Registration: Exhibitors are allowed 2 registrations for each 100 square feet of booth space purchased. Additional exhibitor registrations are \$130.00 each. All advance-registered exhibitors will have a printed Exhibitor Badge available at the Exhibitor Registration Desk, San Diego Convention Center. Your exhibitor badge registration provides for admission to trade shows, training sessions, and the reception. Admission to the exhibit hall for coffee breaks and lunches are also included. Badges must be worn at all times by exhibitors in order to enter the exhibit hall, including set-up times, trade show hours and dismantling. Exhibitor staff, temporary help and set-up/dismantling personnel must obtain temporary work passes at the Exhibitor Registration desk. Badges are not transferable. Names on badges may be changed at no additional cost if changes are received by MC² before April 26, 2002. After April 26, 2002, name changes will cost \$15.00.

10.Cancellation of Exhibit Space: Cancellation of the Products and Services Expo or the exhibits at any time for any reason will not subject MC², GSA or SDCC to any damages or liability of any kind. In the event of such cancellation, the exhibitor waives any and all damages and agrees that MC² may, after deducting all costs and expenses, including a reserve for claims, refund to the exhibitor its pro-rata amount of all funds paid by all exhibitors, which will constitute complete settlement to the exhibitor.

11. Exhibitor's Property: Neither MC², GSA nor the San Diego Convention Center, nor the affiliates and subsidiaries of each, nor the officers, directors, agents and employees of each will be liable for damages, loss or destruction to the exhibitor's exhibits or other property by reason of theft, fire or other casualty, Acts of God, accident or other destructive causes and each exhibitor will lease booth(s) at its sole risk.

12. Liability: The exhibitor will be liable for any and all damages to the San Diego Convention Center building and facilities and the furniture and fixtures contained therein which will occur through acts or omissions of the exhibitor, its agents, employees or invitees.

Neither MC² nor GSA, nor the San Diego Convention Center nor the affiliates and subsidiaries of each, nor the officers, directors, agents and employees of each, will be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees, agents or invitees or the exhibitor's property, however caused.

13. Insurance: Exhibitor shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitors obligations under this paragraph.

(A) Comprehensive General Liability with limits not less than \$1,000,000 each occurrence,\$2,000,000 aggregate, combined single limit bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment and products. (B) Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

Comprehensive General Liability and Automotive Liability insurance policies shall name as additional insured MC², GSA and its subsidiaries. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to MC² and GSA, shall be furnished to MC² sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without 30 days advance written notice to MC².

14. Certificates of Insurance: Certificates or other satisfactory evidence of insurance naming MC², GSA and San Diego Convention Center as additional insured for the above insurance coverage's required to be submitted to MC² must be furnished to MC² on or before May 1, 2002 and will provide that there will be no cancellation or modification thereof without at least thirty days prior written notice to MC², GSA and San Diego Convention Center.

15. Fire, Safety and Health: The exhibitors assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit materials and equipment will be reasonably located within the booth and protected by safety guard and dives where necessary. Only fireproof materials will be used in displays and Exhibitor will take all necessary fire precautions.

16. Floor Load: The floor load limit is 300 pounds per square foot static weight. An exhibitor who plans to show equipment, the weight of which will exceed the floor load restriction, must position it on suitable wood or stall supports of sufficient size to properly distribute the weight over a required area, such support to be approved. In all cases, the exhibitor should present complete information to the San Diego Convention Center sufficiently in advance to enable engineering analysis.

17. Registration of Visitors: MC² shall have sole control over admission policy at all times. All persons visiting the Expo session rooms and the exhibit area as well as exhibitor personnel will be required to wear an appropriate badge while in attendance.

18. Safety Guards and Protection: All persons attending the exhibit must be properly protected from injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the exhibit period.

19. Restrictions:

Exhibitor agrees to obtain all necessary licenses and permits to use music or other copyrighted or protected material in exhibitor's booth or display.

Exhibitors may not use audible electronics, mechanical apparatus (including company products or equipment), which may be heard outside the exhibitors assigned space. MC² reserves the right to turn off open sound systems or equipment if they are annoying to surrounding exhibitors.

All interviews and demonstrations of exhibit materials, including distributing of literature or samples, must be made within the booth area as assigned to the respective exhibitor occupying the space. The canvassing or distribution of advertising matter outside the exhibitor's own space will not be permitted. Additionally, MC² reserves the sole right to limit or cancel exhibit space if such space is used to display material of any nature that is deemed to be inappropriate for MC² convention. This includes, but is not limited to, printed materials, equipment, signs, objects of art, costumes or abbreviated clothing worn by booth personnel.

Exhibitors will not schedule, foster or conduct outside activities that would take qualified attendees from the exhibit during exhibit hours.

Food products or beverages are not to be distributed in any exhibitor's booth unless the detailed plans and arrangements for such distribution have received prior approval by MC² and San Diego Convention Center.

Raffles, drawings and contests are not to be conducted unless the detailed plans and arrangements for them have received prior approval from MC².

Exhibitor will comply with all applicable rules, regulations and requirements of the San Diego Convention Center, including but not limited to the following: audio or visual recordings, safety regulations and shipment(s) of freight in the building.

20. Indemnification: Exhibitor will defend, indemnify and hold harmless MC², GSA and San Diego Convention Center and affiliates and subsidiaries of each the officers, directors, agents and employees of each from and against all loss, claims, causes of action, suits, damages, liability, expenses and cost, including reasonable attorney's fees, arising from or out of any violation or infringement (or claimed violation or infringement) by the exhibitor, exhibitor's agents or its employees of these RULES, or of any patent, copyright or trade.

21.Interpretation and Amendments: MC² reserves the right to interpret or amend these regulations as is deemed proper to ensure the success of the exhibit and further its educational purposes.

22. Payment: Applications must be accompanied by full payment of the total rental fee. A fifty percent (50%) refund will be given for any cancellation received prior to Feb. 1, 2002. No refund will be given after Feb. 1, 2002.

Show management will strive to locate Exhibitor's by their preference and to provide distance from direct competition. However, Show management reserves the right to make changes in the floor plan and assignment in order to best serve the interests of the show and its collective exhibitors.